



DOC Charge Card Program

APC Digest

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Agency Program Coordinators, Cardholders, Approving Officials, and Managers of Cardholders and Approving Officials shall read and understand the DOC policy ~ Commerce Acquisition Manual 1313.301

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Charge Card Abuse Prevention Act

On October 5, 2012, President Obama signed into legislation Public Law 112-194, the Charge Card Abuse Prevention Act.

Due to the susceptibility of the government charge card program to fraud and abuse, the law promotes that agencies must ensure adequate internal controls are placed on their programs and consistently enforced.

The Charge Card Abuse Act specifically addresses management of charge cards highlighting policies, practices and procedures in effectively monitoring agency charge card programs to circumvent fraudulent, wasteful, and abusive transactions.

Agencies government-wide are reviewing the legislation to determine if updates are required to

existing internal policy based on the newly instituted law.

Additionally General Services Administration (GSA) has established a government-wide working group to update Circular A-123 Appendix B *Improving the Management of Government Charge Card Programs* to ensure that internal control guidance is aligned with the recently passed law.

Follow the link below to read the Charge Card Abuse Prevention Act: <https://max.omb.gov/community/x/11JEtjQ>



Charge Card Abuse Prevention Act ~Public Law 112-194

Customized Purchase Card Training

Commerce Acquisition Manual (CAM) 1313.301, *The Department of Commerce Purchase Card Policy* was updated in May 2012. In an effort to provide an all-encompassing training experience for cardholders and approving officials, the Department's policy requires that cardholders and approving officials take a customized DOC training course.

The course has been developed to reinforce cardholder and approving official roles and responsibilities within the charge card community at the federal and more specifically the agency level. To assist in the implementation of this course, OAM is offering on-site training in FY 2013. Cardholders, Approving Officials, Cardholder/ Approving Official

Supervisors and Agency Program Coordinators, are encouraged to register. The course will be offered on site at the HCHB. The FY 2013 schedule can be found at:

<https://max.omb.gov/community/x/wlnXJg>

FSSI Office Supplies BPA



CAM 1313.301, Section 3.4 requires cardholders to utilize the FSSI OS2 BPA per the order of preference described within FAR part 8. June 7, 2011, the Department updated its policy on the use of Federal Strategic Sourcing Initiative Blanket Purchase Agreements for Office Supplies.

Use of the FSSI OS2 BPA is mandatory unless a specific waiver is granted by the servicing Bureau Procurement Official (BPO) or Head of Contracting Office (HCO).

Waiver requests are permitted for the following scenarios:

- Order values above \$1000 and savings with a non-FSSI vendor is more than \$500.
- FSSI OS2 BPA vendors do not have required products available
- FSSI OS2 BPA vendors cannot deliver in the required timeframe

Waiver requests shall be submitted to your servicing BPO/HCO through your APC.

A blanket exception is available only to PaperClips stores located at Commerce Headquarters (Herbert C. Hoover Building) and the Census Bureau. For information on how to access the FSSI OS2 BPA, please go to: <http://www.gsa.gov/portal/content/141857>.

Additionally, GSA is offering monthly webinars on how to use the FSSI OS2 BPA. The next webinar is scheduled for Wednesday, January 16, 2013 2-3PM EST. You can register at the following link: <https://www4.gotomeeting.com/register/591289151>

Expert Monitoring Re-Implementation Project

As a result of the Charge Card Abuse Prevention Act, the Department has decided to re-energize its efforts to successfully implement a data mining tool, specifically the Expert Monitoring System (EMS).

The goal of this effort is to ensure that the EMS data mining tool is fully functioning Department-wide and for all charge card business lines.



Data mining resources will assist in monitoring charge card transactions to prevent instances of fraud, waste, and abuse.

DOC has established a working group consisting of APCs from all business lines to work with JP Morgan and MasterCard to ensure the tool monitors current policy and effectively reviews transactions for potential abuses. The target date for implementation is March 2013.



Online Refresher Training ... Coming Soon!

The DOC purchase card community is working with a contractor to develop an online purchase card refresher training.

The training will be scenario-based to help cardholders and approving officials actively understand their roles and responsibilities; and reinforce

federal and DOC policies.

OAM and APCs for the purchase business line have been involved in the development process of the curriculum.

The course is scheduled to be rolled out March 2013.

Training will be available through the Department's

Commerce Learning Center (CLC).

For more information, please contact the DOC Charge Card Program Managers.

Fleet Enhancements



The Personal Property Management /Transportation Division (PPM/TD) has been working closely with JP Morgan and MasterCard to reissue Department Vehicle Fleet Cards.

As a best practice, the Department

decided to assign fleet cards to DOC vehicles rather than to individuals. Vehicle Identification Numbers (VIN) are captured on the new fleet card in order to more effectively track DOC vehicles.

Approximately 500 new cards were issued throughout the Department and the activation and deactivation of the cards will continue to be controlled and monitored through Department Headquarters.

This method will enhance internal controls over fleet cards as well as provide better inventory control of

DOC government-owned vehicles.

In addition to these enhancements, the fleet team is participating on the EMS (data mining tool) working group to help develop more aggressive business rules for DOC fleet cards.

(Article by Andre Jessup, OAS)

How to access the APC OMB Max Website

If you have an account with OMB Max, to access the page:

1. Go to the following link:
<https://max.omb.gov/community/x/1JEtjQ>
2. Log into your account
3. The link will take you directly to the APC page. From there you will need to click on the "Purchase" tab for Purchase Card related resources.



If you do not have an OMB Max account, you will need to:

1. Go to the OMB Max Homepage: <https://max.omb.gov/maxportal/home.do>
2. Establish a user name and password using your DOC email account.
3. Once you have registered, go to link at: <https://max.omb.gov/community/x/1JEtjQ>

Meet Penny Parker ...

JP Morgan's new relationship manager for the Department of Commerce and its TAG agencies is Penny Parker.

Ms. Parker is a native Washingtonian and currently resides in Virginia with her family. She has worked in the Financial Services Industry for over 20 years, with over 7 years of experience at Visa.

Some of her favorite pastimes are cooking, traveling, bike riding with her husband and spending time with her family and favorite cat "Lucy".

Ms. Parker is very excited about working with the Department and helping to advance its government charge card program and associated needs.

Ms. Parker can be reached at:
penny.j.parker@ipmchase.com



Just a few best practices to remind and communicate to cardholders and approving officials...

Reporting Accountable Property

When purchasing accountable personal property with a unit cost of \$5000 or more or “sensitive” items regardless of cost, cardholders shall forward the appropriate documentation to their Property Official. *[Reference: CAM 1313.301, Section 3.10, May 2012]*

Receipt and Acceptance

Cardholders shall arrange for immediate inspection of supplies to ensure orders are complete and items are in acceptable condition. Cardholders shall maintain delivery receipts and other paperwork in the cardholder transaction file. *[Reference: CAM 1313.301, Section 3.9, May 2012]*

Contributions

APC Digest is a quarterly distribution to keep the DOC Charge Card community connected with program enhancements, policy updates, and best practices. If you have information that you would like to have incorporated in the newsletter, please send an email to PurchaseCardOversight@doc.gov.

Questions relative to the Departments’ Charge Card Program, please contact Ebony Jackson at ejackson@doc.gov or Tonisha Tripp at ttripp@doc.gov.